

July 1, 2005

MEMORANDUM

TO: Executive Committee on Acquisition and OPDVI/Agency Training  
Coordinators

FROM: Linda Stivaletti-Petty, Procurement Analyst  
Office of Acquisition Management and Policy/ASAM

SUBJECT: Acquisition curricula changes and related training policy changes

On April 22, 2005, the Office of Acquisition Management and Policy (OAMP)/ASAM forwarded an e-mail (see attachment entitled “policy letter 05-01” below) to the Executive Committee on Acquisition (ECA) summarizing the Office of Federal Procurement Policy (OFPP) Letter 05-01 (issued April 18, 2005) and explaining how the policies presented in the Policy Letter would affect the Federal acquisition workforce.

The purpose of this memorandum is to provide additional guidance to the HHS acquisition workforce on new training requirements and other curricula changes, as well as related policy changes. The OFPP Policy Letter 05-01 states, “No later than October 1, 2005, Federal civilian agencies shall follow the training requirements established by DoD, in consultation with OFPP, as part of their acquisition workforce development plan.” This will align civilian and defense agency requirements to ensure consistency. Employees are not required to retake classes but shall follow the DoD training requirements when considering additional core training or continuous learning.

Currently, the Defense Acquisition University (DAU) is updating its contracting curricula to reflect the strategic role of acquisition in agency mission accomplishments. The Federal Acquisition Institute’s (FAI’s) aim is to develop content that requires minimal tailoring to meet civilian needs. Should tailoring be necessary, FAI will work with commercial training providers to encourage development of appropriate material that meets DoD standards for equivalency.

**For the upcoming fiscal year 2006 training year, HHS University will offer the same fiscal year 2005 courses (with the exception of Introduction to Contracting and Acquisition Planning I) and the new 2006 instructor-lead acquisition courses through DAU approved training providers. Students can enroll and take any of the DAU course offerings now – they will need to register directly with DAU (see Section V of this document for enrollment procedures).**

The information below provides a summary of new training requirements and other policies and procedures affecting the HHS acquisition workforce.

## I. New acquisition courses for FY 2006

There are five new courses that comprise the Government-wide CON Level I curricula:

DAU COURSE	NAME	TYPE OF TRNG.	DURATION	WEB ACCESS (if applicable) To Register with DAU
CON 100	Shaping Smart Business Arrangements	Classroom course		Required prior to taking following CON 110
CON 110	Mission Support Planning	Online	40-50 hrs.	<a href="http://www.dau.mil/registrar/enroll.asp">www.dau.mil/registrar/enroll.asp</a> Prerequisite: CON 100
CON 111	Mission Strategy Execution	Online	40-50 hrs.	<a href="http://www.dau.mil/registrar/enroll.asp">www.dau.mil/registrar/enroll.asp</a> Prerequisite: CON 110
CON 112	Mission Performance Assessment	Online	20 hrs.	<a href="http://www.dau.mil/registrar/enroll.asp">www.dau.mil/registrar/enroll.asp</a> Prerequisite: CON 111
CON 120	Mission Focused Contracting	Classroom course	2 weeks	<a href="http://www.dau.mil/registrar/enroll.asp">www.dau.mil/registrar/enroll.asp</a> Prerequisite: CON 112

**CON 100 – Shaping Smart Business Arrangements.** CON 100 will be the first course that students take in the contracting career field. Once CON 100 has been completed, students will be able to begin CON 110, CON 111, and CON 112. CON 100 will be offered through HHS University and through DAU. CON 100 is offered through DAU at the following website: [www.dau.mil/registrar/enroll.asp](http://www.dau.mil/registrar/enroll.asp). The following training providers will offer this course through HHS University:

Atlantic Management Center, Incorporated (AMCI) - AMCI's website is: <http://www.amciweb.com/courses2005/con100.html>.

ESI International – ESI's website is: <http://www.esi-intl.com/public/NEWS/52604con100.asp>

**CON 110 – Mission Support Planning.** CON 110 is an online DAU course that is available at the following website: [www.dau.mil/register/enroll.asp](http://www.dau.mil/register/enroll.asp). The estimated completion time for CON 110 is 40-50 hours; prerequisite is CON 100. Students should register directly with DAU.

**CON 111 – Mission Strategy Execution.** This is an online DAU course that is available at the following website: [www.dau.mil/register/enroll.asp](http://www.dau.mil/register/enroll.asp). The estimated completion time for CON 111 is 40-50 hours; prerequisite is CON 110. Students should register directly with DAU.

**CON 112 – Mission Performance Assessment.** This is an online DAU course that is available at the following website: [www.dau.mil/register/enroll.asp](http://www.dau.mil/register/enroll.asp). The estimated

completion time for CON 112 is 20 hours; prerequisite is CON 111. Students should register directly with DAU.

*(To register for any of these DAU courses, click on the DAU website listed above).*

After completing CON 112, students will complete their Level I training requirements by taking a two-week resident course, CON 120, entitled “Contracting for Mission Support.” CON 120 is a prerequisite for the Level II contracting courses (CON 202, CON 204, and CON 210).

**CON 120 – Mission Focused Contracting.** CON 120 is part of DAU’s CON Level I curricula. Although currently there are not any equivalent training providers for CON 120, students may enroll directly with DAU (see Section V entitled “Enrollment Procedures for DAU courses” of this document).

Currently, there are not any equivalent training providers for CON 110, CON 111, CON 112, CON 120, and CON 353 (DAU Level III course). FAI is working with commercial training providers to encourage development of appropriate materials that meet DoD standards for equivalency for CON 110, CON 111, CON 112, CON 120, and CON 353. The DAU contracting Level II curricula is currently in development and should be completed in early FY 2006. For FY 2006, HHS will continue to offer CON 301, “Executive Acquisition Seminar,” until a training provider is identified for CON 353. If students are able to get into DAU’s CON 353, they should take this course in lieu of CON 301.

Table 1-1 below is FAI’s crosswalk of course equivalencies for Federal civilian agencies to assist agency acquisition personnel with the transition to the new DAU curricula. With the redesign of the courses, CON Levels I and II courses do not have a one-to-one correspondence to the prior courses. For example, for CON Level I certification, pricing training is embedded throughout CON 110, CON 111, and CON 112. Therefore, you must consider classes as a group to determine equivalency.

**Table 1-1 FAI’s Crosswalk of Course Equivalencies for Civilian Agencies**

<b>FAI’s Crosswalk of Course Equivalencies for Civilian Agencies</b>	
<b>New DAU class</b>	<b>Common Civilian Agency Course</b>
<b>LEVEL I CERTIFICATION</b>	
CON 100: Shaping Smart Business Arrangements	None
CON 110: Mission Support Planning	Acquisition or Procurement Planning I
CON 111: Mission Strategy Execution	Contract Administration I
CON 112: Mission Performance	Price Analysis
CON 120: Mission Focused Contracting	Cost Analysis
	Negotiation Techniques
	Contract Formation I

<b>LEVEL II CERTIFICATION</b>	
CON 202: Intermediate Contracting	Acquisition or Procurement Planning II Contract Formation II Contract Administration II
CON 204: Intermediate Contract Pricing	Intermediate Contract Pricing
CON 210: Government Contract Law	Contract Law
<b>LEVEL III CERTIFICATION</b>	
CON 353: Advanced Business Solutions for Mission Support	Executive Acquisition Seminar (AMCI) CON 301 prior to 10/01/2003

***How does this new DAU curricula affect the HHS acquisition workforce for FY 2006?***

1. HHS personnel who are in the midst of HHS' Level II acquisition courses should complete their training this fiscal year (FY 2005). For HHS Level II courses, FAI is working with DAU to continue to recognize qualified equivalent courses from the prior curricula for an additional year (i.e., through FY 2006), but mapping the courses for equivalency will become more difficult as time passes.
2. New entrants to the GS-1102 field or other personnel starting Level I training should use the new DAU curricula. However, those acquisition personnel at HHS in the GS-1102, GS-1105, and GS-1106 series, or other series having signature authority for simplified acquisitions (including orders from GSA sources over the micropurchase threshold) performing simplified acquisitions will be required to take the required Basic Simplified Acquisition Procedures and Advanced Simplified Acquisition Procedures courses.
3. Those people taking Level III training at HHS should plan to complete the current acquisition courses by the end of FY 2005 or consider waiting to begin the new DAU courses in FY 2006. For Level III, FAI will work with DAU to recognize qualified equivalent courses for an additional year (i.e., through FY 2007), but equivalency will become more difficult as time passes.
4. The OAMP will provide a list of equivalent training providers as needed to HHS University. HHS University will use DAU approved training providers for the acquisition courses. Approved training providers will also be available at the DAU website at: [www.dau.mil](http://www.dau.mil).
5. Civilian agencies should follow the course equivalency determination accepted by DAU to ensure that core training is comparable across the Federal acquisition workforce.

## **II. Additional Training Requirements at HHS**

The following training requirements listed below are effective immediately at HHS.

### **1) Earned Value Training Requirement for Contract Officers/Contract Specialists who manage an IT contract**

All GS-1102s who manage an IT contract are required to successfully complete HHS University's one-day course entitled "Early Warning Project Management Systems Workshop," or an equivalent Earned Value training course. Determination of course equivalency shall be made jointly by the Office of Acquisition Management and Policy/ASAM and the HHS Office of the Chief Information Officer.

### **2) Requirement to take the Department's "Basic Project Officer" course, or an equivalent COR/COTR training course**

All program/project managers and alternate program/project managers and CORs/COTRs (as well as alternate CORs/COTRs), and at least fifty percent of the HHS program personnel performing the function of technical proposal evaluator on a technical evaluation team or panel for a competitively solicited HHS contract, shall have successfully completed HHS University's "Basic Project Officer" course, or an equivalent course, before assuming the duties of their designated role. Course equivalency for the "Basic Project Officer" course will be determined by the OAMP/ASAM and will be provided to HHS University. Non-IT Program/Project Managers and non-IT CORs/COTRs who have successfully completed the appropriate "Basic Project Officer" course, or an equivalent course, are highly encouraged to take HHS University's one-day course entitled "Early Warning Project Management System Workshop," or an equivalent Earned Value course.

### **3) Earned Value Training Requirement for IT Program/Project Managers and IT CORs/COTRs**

HHS requires that all current and proposed IT program/project managers, as well as alternate IT program/project managers and IT CORs/COTRs (as well as alternate CORs/COTRs) assigned to HHS IT projects (including those IT projects designated as major or tactical), must successfully complete HHS University's one-day course entitled "Early Warning Project Management System Workshop," or an equivalent Earned Value training course. Course equivalency will be determined jointly by the Office of Acquisition Management and Policy/ASAM and the HHS Office of the Chief Information Officer.

#### **4) Required Training in HHS' Portfolio Management Tool**

HHS requires that all current and proposed IT program/project managers, as well as alternate IT program/project managers and IT CORs/COTRs (as well as alternate IT CORs/COTRs), successfully complete training in HHS' portfolio management tool. (contact the HHS Office of the CIO for additional information).

#### **5) Maintenance/Refresher Training for Program/Project Managers and CORs/COTRs**

Each program/project manager and COR/COTR is required to successfully complete at least 40 hours of maintenance/refresher training in program/project management or other job-specific courses every two years.

### **III. Government-wide Acquisition Certification Program**

As mentioned in the e-mail dated April 22, 2005 (see attachment below entitled "policy letter 05-01") to the ECA, HHS shall participate in the Government-wide acquisition certification program established by OFPP. The current HHS Acquisition Certification Program will remain in effect until such time as the Government-wide certification program is implemented. (The OFPP Policy Letter 05-01 states, "No later than January 1, 2006, FAI, in partnership with the Defense Acquisition University, shall develop a certification program that is transferable between Federal agencies.") The GS-1102 contract specialist certification program is based on the Defense Acquisition Workforce Improvement Act (DAWIA) certification and the OPM GS-1102 qualification standard, and will provide certification requirements for junior, intermediate, and senior levels. The contract specialist certification program will be guided by general competencies, experience, and training associated with DAWIA requirements, accepted industry certification programs, and existing government requirements. The program shall consider a variety of means, including a fulfillment process, for assessing and certifying that the education, training, and experience requirements for the GS-1102 series have been met.

Federal acquisition certification is not mandatory for GS-1102s, but it may be required for job openings or for promotions. The common Government-wide acquisition certification program shall be accepted by all civilian executive agencies. Members of the acquisition workforce issued new contracting officer warrants on or after January 1, 2007, regardless of GS series, must be certified at an appropriate level to support their warrant obligations. This requirement does not apply to senior level officials responsible for delegating procurement or those whose warrants are generally used to procure emergency goods and services. The Chief Acquisition Officer shall establish agency-specific requirements for tying warrant levels to certification levels. Under the new common Government-wide acquisition certification program, HHS will require a senior level certification for

any employee issued an unlimited Contracting Officer's warrant on or after January 1, 2007. The Senior Procurement Executive (SPE) may waive this requirement in writing on a case-by-case basis, if granting a waiver is in the best interest of the Department. This waiver is not transferable to another agency. The Government-wide Acquisition Certification Program is a program where agencies will identify GS-1102s, GS-1105s, or others who hold a warrant; determine if these individuals meet the requirements for certification, and approve them for Federal certification. HHS may also issue agency-specific training requirements for its acquisition workforce.

#### **IV. Government-wide Program/Project Management Certification Program**

HHS shall participate in the Government-wide Program and Project Management Certification Program when the program is implemented. The Policy Letter states, "FAI shall work with the CAOC, CIOC, the Chief Financial Officers Council, and the other organizations with subject matter expertise." Not later than January 1, 2007, agency CAO's shall identify program and project managers who will be subject to the requirements of the Policy Letter and shall establish appropriate time frames and policies for applying the certification program requirements.

#### **V. Enrollment Procedures for DAU courses**

According to the May 2005 Edition of the newsletter entitled "Federal Acquisition Insight," the DAU offers non-DoD Federal agency employees the opportunity to enroll in DAU courses at **no cost on a space available basis**. DAU offers both web-based and resident (classroom) courses. Enrollment in most DAU web-based courses is based on rolling admission (that is, students will receive a "welcome to course" message and can typically begin the course within 24 hours after the application is approved by the DAU registrar). The FAI newsletter states, "To enroll a student in a resident course, the DAU registrar must have a quota in the class for industry or non-DoD Federal agency employees. If a student is placed in a class with a reservation, the student will receive a "welcome to course" message 45 days prior to the class start date. If there is no quota in the class for which a student has applied, the applicant will be placed on a wait list. Members of the wait list are added to classes on a space available basis by filling quotas not used by DoD, the military services, or other agencies." **There is no charge for the DAU courses. There is no guarantee that students from civilian agencies will get into the DAU courses.**

The newsletter also states, "DAU principally provides instruction to DoD employees who are covered by the Defense Acquisition Workforce Improvement Act (DAWIA). If DoD employee registration prevents a non-DoD student from obtaining a seat in a class for which they have applied, the student may consider enrolling in a course given by an equivalent provider in the private sector.

Applications for DAU courses may be submitted online by going to:  
[www.dau.mil/registrar/enroll.asp](http://www.dau.mil/registrar/enroll.asp).

The point of contact (POC) and DAU registrar for defense industry employees and most non-DoD Federal agencies is Art McComick. Art McCormick may be contacted at: [Arthur.mccormick@dau.mil](mailto:Arthur.mccormick@dau.mil) or at (703) 805-4498. E-mail is the preferred method of contact.

## **VI. DAU's Acquisition Community Connection**

The DAU's Acquisition Community Connection (ACC) is an online Government website developed by the DAU. ACC can be used to find training opportunities to meet continuous learning points, to gain access to Earned Value Management information, and to get to Acquisition Community for Excellence (ACE) for Services. For more information, contact Jeff Birch at DAU at [Jeffrey.Birch@dau.mil](mailto:Jeffrey.Birch@dau.mil).

The Office of Acquisition Management and Policy will keep you informed about any new requirements or available equivalent training providers. The Office of Acquisition Management and Policy plans to update the HHS Acquisition Workforce Training and Certification Handbook (available at the following website: [http://www.knownet.hhs.gov/acquisition/Cert\\_Training\\_Program/toc.htm](http://www.knownet.hhs.gov/acquisition/Cert_Training_Program/toc.htm)) to reflect these changes. These new training requirements will also be reflected in the next update to the Department of Health and Human Services Acquisition Regulation (HHSAR). Attached is the OFPP Policy Letter 05-01 for your information.

Please contact me at (202) 720-1906 if you have any questions.

Linda Stivaletti-Petty  
Office of Acquisition Management and Policy/ASAM